

EXPENSES CLAIM

Claim Number

19989

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name		Job Level	Payroll NO.	Department				
DAVID SMITH		H		DP EXECUTIVE				
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
20/01/15	09:00		Home to Manchester airport	Car				
			Manchester airport car park booking (on office credit card)					
			Manchester airport to Brussels	Plane				
			Brussels airport to Place du Luxembourg (Art. 29 WP Future of Privacy Subgroup Meeting)	Taxi (shared with Iain B)			42.25	YES ✓
			Walk to hotel					
			Gare Centrale to Schuman (Reception - Permanent Representation of Poland)	Metro				
			Schuman to Gare Centrale	Metro				
21/01/15			Gare Centrale to airport	Train			8.50	YES ✓
			Brussels airport to Manchester airport	Plane				
			(continuation sheet ...)					
sub-total					0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

RECEIVED

28 JAN 2015

total amount claimed	0.00
less cash advances received	
amount claimed for payment	0.00

* Receipts must be provided for subsistence claims and attached to the back of this form.

If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

83091

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department			
DAVID SMITH	H		DP EXECUTIVE			
Usual mileage to work						
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.						
Date	Time	Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
02/02/15	16:20		ICO to Manchester airport	Taxi		
			(with Chris G + Hannah McC - Chris G paid for taxi)			
			Manchester airport to Brussels airport	Flight		
			Brussels airport to Gare du Midi	Train		
			Gare du Midi to Troon	Metro		
			(David S paid for Hannah McC's ticket)			
03/02/15			(Article 29 Working Party meeting)			
04/02/15			(Article 29 Working Party meeting)			
04/02/15			Schuman to Brussels airport	Bus		
			Brussels airport to Manchester airport	Flight		
		18:15	Manchester airport to home	Taxi		21.00 YES
			(continuation sheet)			
sub-total				0	0	21.00

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
16/03/2015		
		0.00
**Signed	Date	

total amount claimed	21.00
less cash advances received	
amount claimed for payment	21.00

DECLARATION

* Receipts must be provided for subsistence claims and attached to the back of this form. If no break down is provided please add a brief description of the items consumed. Thank you.

12CT385

ico.

EXPENSES CLAIM

Claim Number

79646

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department			
DAVID SMITH	H		DP EXECUTIVE			
Usual mileage to work						
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.						
Date	Time	Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage	Receipt attached *	
	Depart	Arrive		STD 45p	PTR 25p	£ p
02/02/15	16:20		ICO to Manchester airport	Taxi		
			(with Chris G + Hannah McC - Chris G paid for taxi)			
			Manchester airport to Brussels airport	Flight		
			Brussels airport to Gare du Midi	Train		8.50 Yes ✓
			Gare du Midi to Troon	Metro		
			(David S paid for Hannah McC's ticket)			
03/02/15			(Article 29 Working Party meeting)			
04/02/15			(Article 29 Working Party meeting)			
04/02/15			Schuman to Brussels airport	Bus		
			Brussels airport to Manchester airport	Flight		
		18:15	Manchester airport to home	Taxi		
			(continuation sheet ...)			
sub-total				0	0	0.00

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

RECEIVED 16 FEB 2015	total amount claimed	0.00	160.50
	less cash advances received		(150.00)
	amount claimed for payment	0.00	10.50

DECLARATION

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

10.50 ÷ 1.3 = 8.08 = 8.08



EXPENSES CLAIM

RCT 387

Claim Number

41188

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
DAVID SMITH	H		DP EXECUTIVE					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
06/02/15	07:30		Home to Stockport station	Taxi			7.00	YES ✓
			Stockport to London Euston	Train				
			Euston to St. Pauls	Tube			2.30	NO
			(International Workforce Conference 2015)					
			(Meeting - Allen and Overy)	Walk				
			Bank to Paddington	Tube			2.30	NO
			Paddington to Oxford	Train				
07/02/15			(3rd Oxford Lawyers Without Borders Annual Conference)					
			Oxford to Stockport	Train				
		20:45	Stockport to home	Taxi			8.00	YES ✓
			(continuation ...)					
sub-total					0	0	19.60	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date
total amount claimed		19.60
less cash advances received		
amount claimed for payment		19.60

33.70

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

78100

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
DAVID SMITH	II		DP EXECUTIVE

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
			Subsistence				1.95	YES
							3.60	YES
							8.15	YES
				sub-total	0	0	13.70	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed

Date

total amount claimed	13.70
less cash advances received	
amount claimed for payment	13.70

* Receipts must be provided for subsistence claims and attached to the back of this form.

If no break down is provided please add a brief description of the items consumed. Thank you.

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EXPENSES CLAIM

Claim Number

50432

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
David Smith	H		DP Executive					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. - Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p	£	p
10/03/15	16:15		Home to Manchester airport	Taxi				
			Manchester airport to Brussels	Plane				
			Brussels airport to Gare du Midi	Train			8.50 euros	YES
			Gare du Midi to Troon	Metro				
			Troon to hotel	Walk				
11/03/15			(Art. 29 Subgroup and Future of Privacy Subgroup)				14 euros	NO
			Troon to Gare du Midi					
		19:00	Brussels to London	Eurostar				
			St Pancras to Earls Court	Tube				
12/03/15			Earls Court to St James Park	Tube				
			(Westminster e-Forum seminar)					
			(continuation sheet ...)					
sub-total					0	0	0.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00

**Signed

Date

total amount claimed

0.00

less cash advances received

amount claimed for payment

0.00

DECLARATION

If no break down is provided please add a brief description of the items consumed. Thank you.

98.50 ÷ 1.35902 = £72.48

EXPENSES CLAIM

Claim Number

33467

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name		Job Level	Payroll NO.	Department
David Smith		H		DP Executive
Usual mileage to work				

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

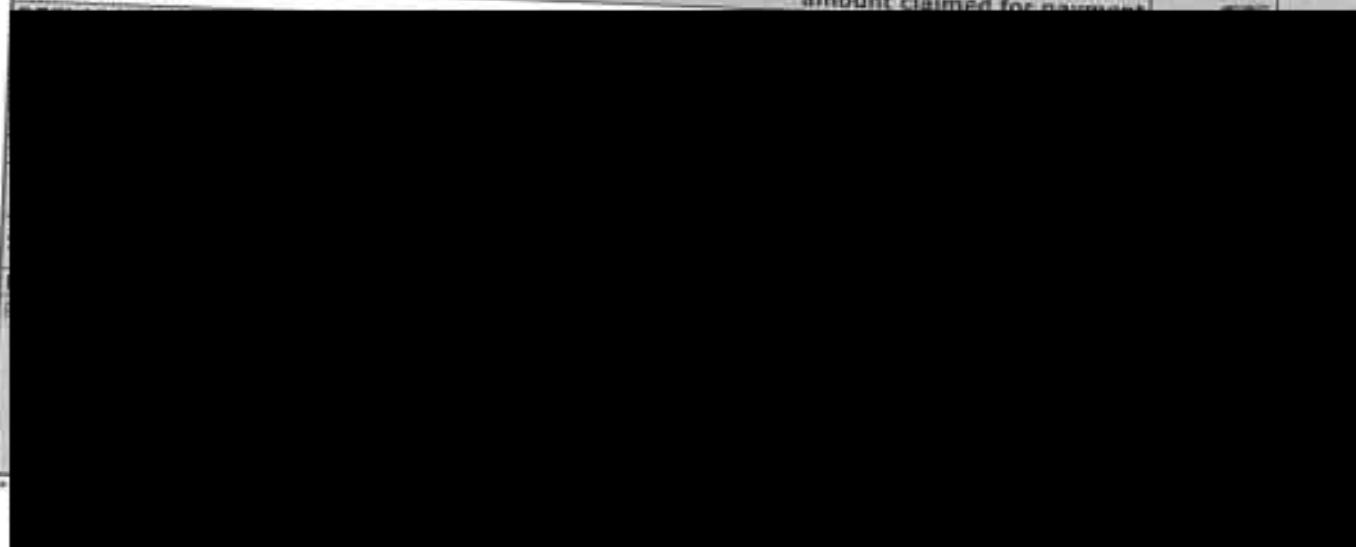
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
12/03/15			Charing Cross to Euston	Tube	45p	25p	£ p	
			London to Stockport	Train				
		16:45	Stockport to home	Bus				
			Subsistence:					
			1 x 24 hrs (Brussels)				76 euros	
			London (over 24 hrs)					
					sub-total	0	0	9.00

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	0.00	98.51
less cash advances received		
amount claimed for payment		



Yours sincerely, Thank you,

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

2171

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive

Usual mileage to work

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.

Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
03/03/15	07:00		Home to airport	Taxi	45p	25p		
			Manchester to Washington DC	Plane				
			Washington DC to hotel (taxi fare paid by Irish Commissioner who David met at International Association of Privacy Professionals Congress and various)	Taxi				
06/03/15			Hotel - Washington DC to Dulles airport	Taxi			90 dollars	Yes
			Washington DC to Manchester	Plane				
07/03/15		07:00	Manchester airport to Home	Taxi				
			Subsistence: 4 x 24 hrs				366 dollars	
			Less 2 x breakfasts				27 dollars	
			less 4 x lunches				108 dollars	
			less 3 x dinners				111 dollars	
				sub-total	0	0	0.00	210 dollars

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson.**

Date	Reason	Amount
		0.00

**Signed

Date

18 MAR 2015

total amount claimed 200 dollars
less cash advances received 200 dollars
amount claimed for payment 58.95 dollars

DECLARATION

If no break down is provided please add a brief description of the items consumed. Thank you.

58.95 - 148.95

EXPENSES CLAIM

Claim Number

72613

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			Job Level	Payroll NO.	Department			
David Smith			H		DP Executive			
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
03/03/15	07:00		Home to airport	Taxi			12.00	YES ✓
			Manchester to Washington DC	Plane				
			Washington DC to hotel (taxi fare paid by Irish Commissioner who David met at International Association of Privacy Professionals Congress and various)	Taxi				
06/03/15			Hotel - Washington DC to Dulles airport	Taxi				
			Washington DC to Manchester	Plane				
07/03/15		07:00	Manchester airport to Home	Taxi			18.00	YES ✓
			Subsistence: 4 x 24 hrs					
			Less cash advance					
			less 2 x breakfasts					
			less 4 x lunches					
			less 3 x dinners					
				sub-total	0	0	30.00	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

	total amount claimed	30.00
	less cash advances received	
	amount claimed for payment	30.00

DECLARATION

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

77626

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			Job Level	Payroll NO.	Department			
David Smith			H		DP Executive			
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PYR		
					45p	25p	£ p	
10/03/15	16:15		Home to Manchester airport	Taxi			15.00	Yes ✓
			Manchester airport to Brussels	Plane				
			Brussels airport to Gare du Midi	Train				
			Gare du Midi to Troon	Metro				
			Troon to hotel	Walk				
11/03/15			(Art. 29 Subgroup and Future of Privacy Subgroup)					
			Troon to Gare du Midi					
		19:00	Brussels to London	Eurostar				
			St Pancras to Earls Court	Tube			2.30	NO
12/03/15			Earls Court to St James Park	Tube			2.30	NO
			(Westminster e-Forum seminar)					
			(continuation sheet)					
sub-total					0	0	19.60	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson. **

Date	Reason	Amount
		0.00
**Signed		Date

total amount claimed	19.60	51.74
less cash advances received		
amount claimed for payment	19.60	

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

EXPENSES CLAIM

Claim Number

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			
David Smith		Job Level	Payroll NO.
Usual mileage to work		H	Department
			DP Executive

Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box; refer to the Expenses Guide if you are unsure.

[illegible]

WILMSLOW OFFICE PARKING CLAIM

WELLSLOW OFFICE PARKING CLAIM
All parking claims must be approved by David Wells/Paul Wilson **

HAWKSWORTH OFFICE PARKING CLAIM			
All parking claims must be approved by David Wells/Paul Wilson **			
Date	Reason	Amount	
**Signed			0.00
		Date	

	total amount claimed	327.18	151.7
	less cash advances received		
	amount claimed for payment	327.18	151.7
DECLARATION			

DECLARATION

I declare that the expenses claimed above have been paid.

If additional information is provided please add a brief description of the items consumed. Thank you.

ico.

EXPENSES CLAIM

Claim Number

91551

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
09/02/2015	1630	-	Left the office					
10/02/2015	-	-	Refreshments on train from Camarthen to Swansea				4.05 ✓ 1	
	-	-	Supper on train from Swansea to London				9.00 ✓ 2	
11/02/2015	-	-	Taxi from MoJ to Euston via hotel to collect bag	Taxi			26.00 ✓ 3	
	-	1830	Refreshments on train from Euston to Manchester				5.90 ✓ 4	
					sub-total	0	0	44.95
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							44.95	
less cash advances received								
amount claimed for payment							44.95	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Expenses Guide.								

check.
(all bills
claimed
re LM
1812).

RECEIVED
13 FEB 2015

EXPENSES CLAIM

Claim Number

31131

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	E	p
					45p	25p		
22/1/2015			Cash tip from lunch with Nicola Wood (new Non Executive Director)				3.50	1
25/1/2015			Drinks awaiting meeting at BBC at MediaCity in Salford (CG/S [REDACTED] W [REDACTED])				3.70	2
29/1/2015	0645	1830	Tea on the train returning home from London				1.90	3
2/2/2015	1620	-	Taxi to airport for CG, David Smith & [REDACTED]	Taxi			16.00	4
	-	-	European adaptor for use in Brussels				9.99	5
4/2/2015	-	-	Supper in London minus alcohol + tip				19.00	6
5/2/2015	-	0845	Returned to office					
				sub-total	0	0	54.09	
<p align="center">WILMSLOW OFFICE PARKING CLAIM All parking claims must be approved by David Wells/Paul Wilson **</p>								
Date	Reason						Amount	
							0.00	
**Signed				Date:				
total amount claimed							54.09	
less cash advances received								
amount claimed for payment							54.09	

RC7167



EXPENSES CLAIM

Claim Number

55517

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
Christopher Graham				Chief Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached +
	Depart	Arrive			STD	PTR	
					45p	25p	
EURO EXPENSES							
2/2/2015	1620	-	Train ticket from airport to Brussels centre	Train			8.50 / 1
	-	-	Supper in Brussels (minus alcohol plus tip)				35.00 / 2
3/2/2015	-	-	Coffee at European Commission				1.30 / 3
	-	-	Lunch at European Commission				5.94 / 4
			Supper in Brussels (share of meal, no receipt)				30.00
4/2/2015	-	-	Coffee at European Commission				1.30 / 5
			Lunch at European Commission				5.70 / 6
			Snack awaiting Eurostar departure				6.20 / 7
5/2/2015	-	0845	Returned to office				
				sub-total	0	0	93.94 euros
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						93.94	euros
less cash advances received							
amount claimed for payment						93.94	euros
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
93.94							
DECLARATION							

* If no break down is provided please add a brief description of the items consumed. Thank you,

RC7167

$$20.25 \div \frac{1}{2} = 1.38361 = \underline{\underline{14.64}}$$

RLT-746



EXPENSES CLAIM

Claim Number

57680

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section.

Name			Job Level	Payroll NO.	Department			
Christopher Graham					Chief Executive			
Usual mileage to work								
Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure.								
Date	Time		Full details of journey and charges/other incidental expenses (e.g. telephone, postage)	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD 45p	PTR 25p		£
4/3/2015	1130	-	Taxi to airport	Taxi			15.00	✓1
	-	-	Supper at Schiphol airport				14.67	✓2
6/3/2015	-	2130	Taxi from airport to home	Taxi			15.00	✓3
				sub-total	0	0	44.67	

WILMSLOW OFFICE PARKING CLAIM

All parking claims must be approved by David Wells/Paul Wilson **

Date	Reason	Amount
		0.00
**Signed		Date

RECEIVED

10 MAR 2015

total amount claimed	44.67
less cash advances received	
amount claimed for payment	44.67

* Receipts must be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.

320
44.67

* Receipts **must** be provided for subsistence claims and attached to the back of this form.
If no break down is provided please add a brief description of the items consumed. Thank you.